

## **179 Warming Shelter: OPERATIONAL OUTLINE**

DEPARTMENT OF  
PLANNING & ZONING

### **Project Summary**

The proposed warming shelter will occupy the middle and lower floors of 179 South Winooski Ave; the former site of COTS Daystation and case management services. This program will operate from 6pm until 7am on a seasonal basis from November through March.

This shelter will operate as a low-barrier facility. There are no program or service requirements but all guests will be expected to follow basic safety rules and to meet the minimal criteria (detailed below).

### **Staffing**

- **Two well-trained staff** on duty at all times.
- During the intake hours, there will be **three staff and two volunteers**. One of these staff members will have expertise in MI/substance abuse.
- **One security guard from 6pm until midnight** every evening who will monitor both exterior and interior, patrolling exterior at 20 minute intervals. Wide view mirrors and security cameras will be installed and monitored by shelter staff.

### **Training**

#### **Mandatory**

- All staff will have CPR and first aid training completed before working their first shifts.
- Staff and volunteers will be trained on building safety systems : alarm pads, fire pull stations, extinguisher locations, exits and evacuation procedures before working their first shifts.
- Staff will be trained by Act 1 on rapid assessment and by Howard Center on de-escalation.

#### **Ideally**

- All staff and volunteers will also receive training on Motivational Interviewing and the basics of Trauma informed care.

### **Shelter Admission Criteria**

1. Must be homeless and 18 years of age or older
2. Must be able to walk/ move about safely on their own and do not require a higher level of care.
3. Must agree to be non-violent and to treat other guests, staff and volunteers respectfully.
4. Must agree not to bring, use or sell drugs, alcohol, or any illegal substances onto the property (inside or out).
5. Must agree to obey fire & safety regulations.

### **Arrival and Orientation Procedure**

All shelter guests will meet with staff on their first night's stay to complete check-in forms and to be oriented to the layout and building exits, guest rules, and expectations. The intake will include:

- Guests will be asked if they have any weapons or tools that could be considered weapons and asked to turn them in until they leave the premises.
- The rules and guidelines will be read aloud and reviewed with guests. They will be asked to sign an agreement each night that they will abide by the rules.
- A brief intake questionnaire will be completed and guest will be provided with a Welcome Kit (shampoo, toothpaste, brush, fresh pair of warm socks, deodorant, etc)
- Bunk/cot will be assigned based on level of guest's coherence and mobility, the middle floor cots will be reserved for those who are incapacitated or might have difficulty on the stairs. This is to ensure the safest exit from the building in the event of fire or other emergency.
- Staff and volunteers will be introduced to the guests and roles clarified as needed.

#### **Control of Entrance/Exit traffic**

Once guests have registered for the night, they will be expected to remain in the building. Smoking breaks will be allowed once every hour, on the hour, for 15 minutes. These breaks will coincide with security guard patrolling exterior of the building.

# 177-179 South Winooski Ave



177-179 South Winooski Ave

30 15 0 30 Feet







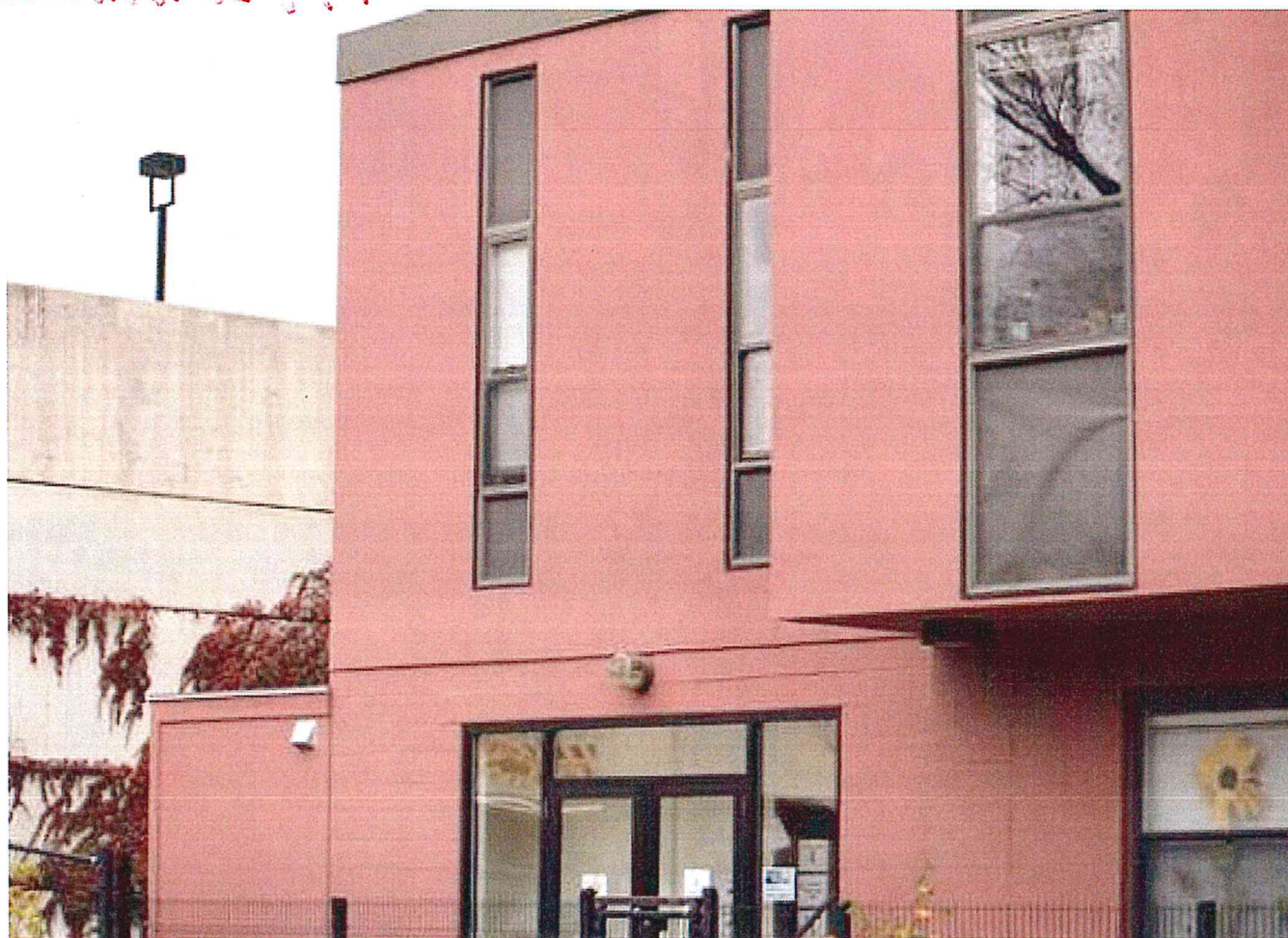
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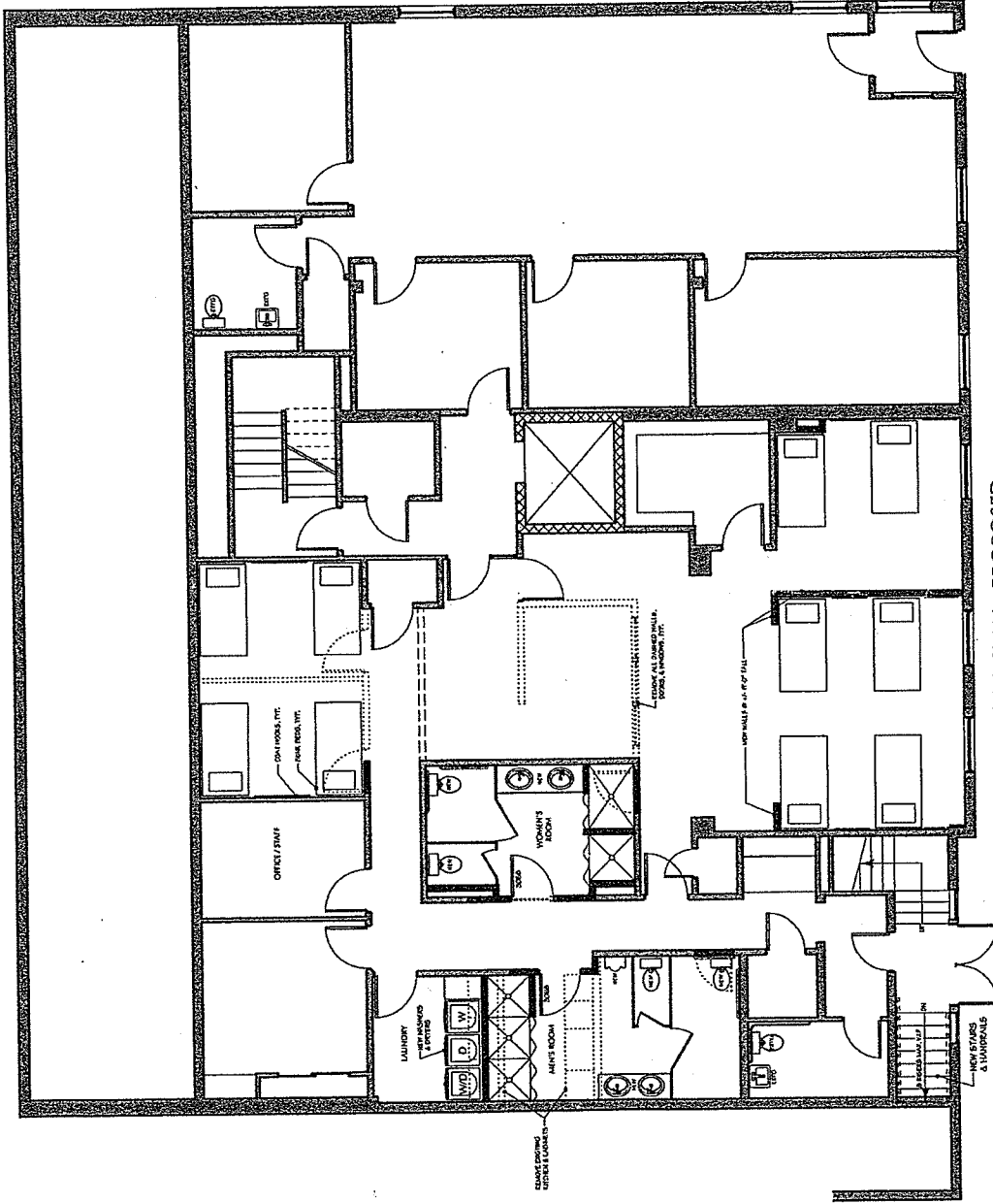


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MIDDLE FLOOR PLAN - PROPOSED

Scale: 1/8" = 1'-0"

# McCLURE BUILDING

BURLINGTON, VERMONT

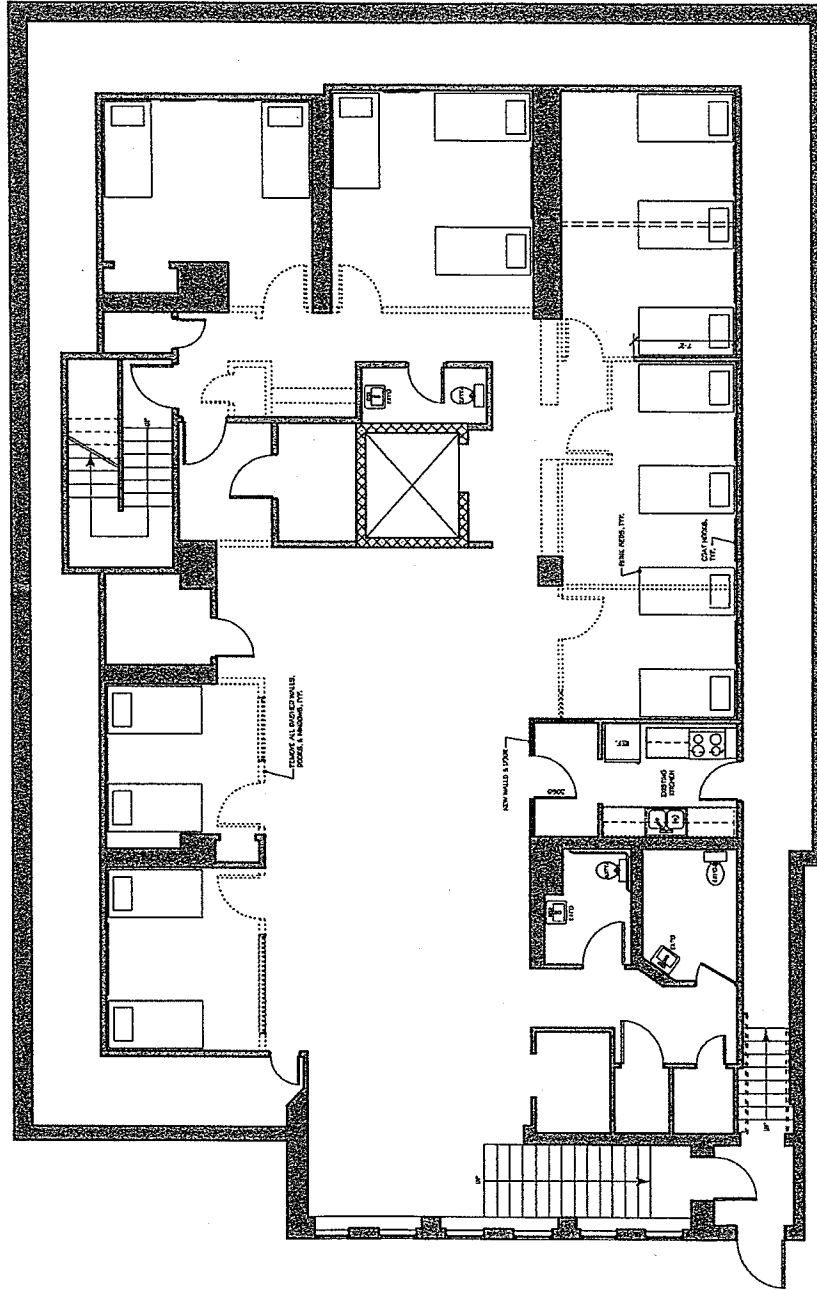
Duncan  
Wisniewski  
ARCHITECTURE

DATE: 10.03.13

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100 SOUTH CHURCH STREET  
BURLINGTON, VT 05401  
TEL: (802) 241-6029

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LOWER FLOOR PLAN - PROPOSED  
Scale: 1/8" = 1'-0"

# McCLURE BUILDING BURLINGTON, VERMONT

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DATE: 03.13  
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CHUCK WISNIEWSKI, AIA  
DUNCAN WISNIEWSKI, AIA  
DUNCAN WISNIEWSKI, AIA  
DUNCAN WISNIEWSKI, AIA